



STATE OF WASHINGTON

## OFFICE OF FINANCIAL MANAGEMENT

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

March 27, 2006

**TO:** Agency Budget Officers  
All Agencies

**FROM:** Candace Espeseth, Assistant Director  
Budget Division

**SUBJECT: ACTIVITY INVENTORY RECAST**

When the 2006 supplemental budget is enacted, agencies must update their estimated costs of agency activities to reflect the new budget. Agencies will use BDS to recast the enacted budget by activity. **The recast budget must be released to OFM by April 14.** We expect agencies will have two weeks from the time the budget is signed by the Governor until the recast is due. We are sorry for the short-turnaround deadline, but this will enable agencies to use the recast budget as the base in BDS for building the 2007-09 budget.

Activity estimate updates for the 2006 supplemental budget will be completed using BDS in an Enacted Recast, First Year Supplemental version. The BASS team recommends that agencies complete this task using the first option of the two possible options listed below. More specific information on this recommendation will be sent to BDS users via the Listserv.

1. Copy an existing version by activity to enacted version and update, delete, and add decision packages to reflect the enacted budget.
2. Enter a bottom-line total budget for each activity by fiscal year and account in a decision package PL-9Z.

Steps for both options are described in the Enacted Budget Recast tutorial available at <http://systems.ofm.wa.gov/basspr/library/enactedrecast.pdf> or, for those outside the state firewall, at <https://fortress.wa.gov/ofm/systems/basspr/library/enactedrecast.pdf>.

Due to the short turnaround time to complete the recast, we suggest that changes to the activity information be limited to adding new activities that were created in the supplemental budget or modifying activity descriptions. We suggest that other changes be deferred until the development of the 2007-09 budget. Please contact your OFM budget analyst if you believe an activity needs to be added.

OFM will notify agencies when the enacted supplemental budget version is available. We also ask that agencies use the fiscal year splits and the amounts for the nonappropriated funds shown in this version, even if the agency expects the allotments will vary somewhat from these amounts. This should help avoid delays in completing the recast by April 14.

If you have questions please contact your OFM budget analyst or Lynne McGuire at [lynne.mcguire@ofm.wa.gov](mailto:lynne.mcguire@ofm.wa.gov).